Revised: 07/18/02

PROCEDURE TO UPLOAD
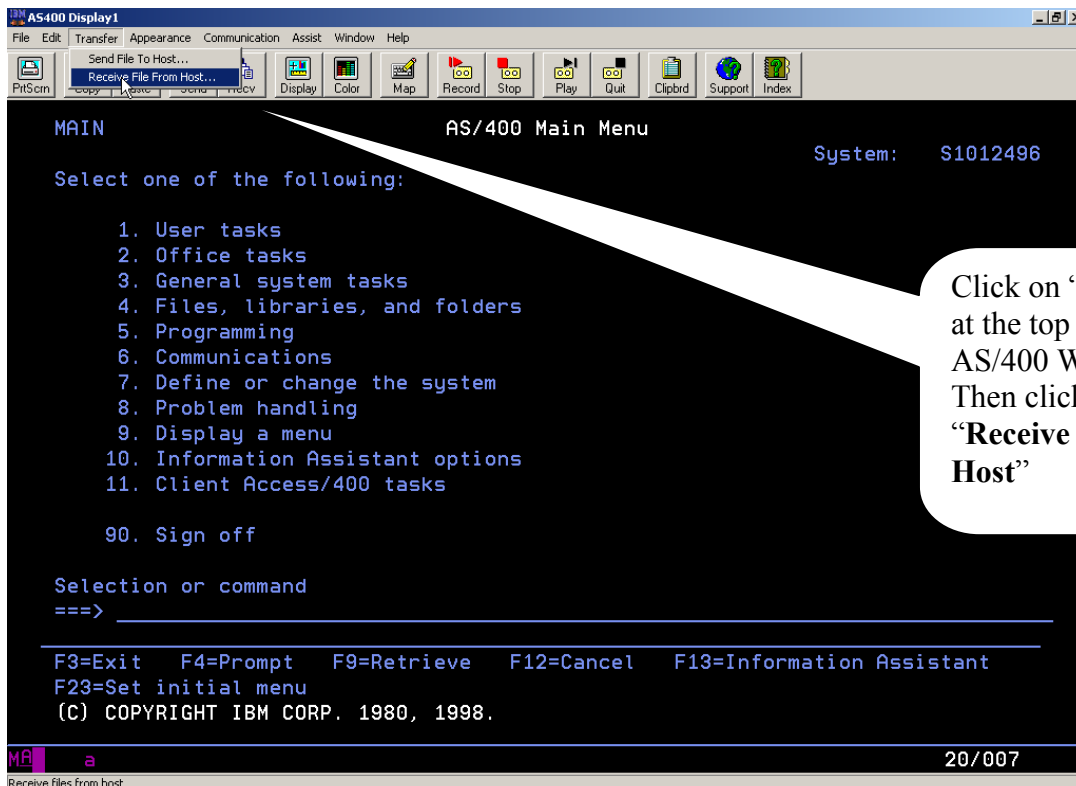# FIRE PROTECTION MASTER FILE
TO THE AS/400

This documentation is what you will need for Step #3 of the Forest Protection Checklist (CL12).

This procedure is used to load the Fire Protection Master File (or Charges file), which is sent to the counties by the Department of Lands.   There are two parts to this procedure.   **Part I,** is a process to create the File Definition File (FDF) for the Fire Protection Master File. This FDF is needed to move the master file (sent by the Dept. of Lands) from your PC to the AS/400.   **You will only need to go through PART I one time.** If you went through this last year, check for the FDF file (UAFPMF00.FDF) on your PC using the "Search/Find" function. If you're not sure how to get to this function, contact TSB and we can walk you through it.

If you do <u>NOT</u> have the FDF file (UAFPMF00.FDF) on your PC or located somewhere on your PC network, then you will need to start with PART I. Otherwise, you can skip to PART II on page 14.
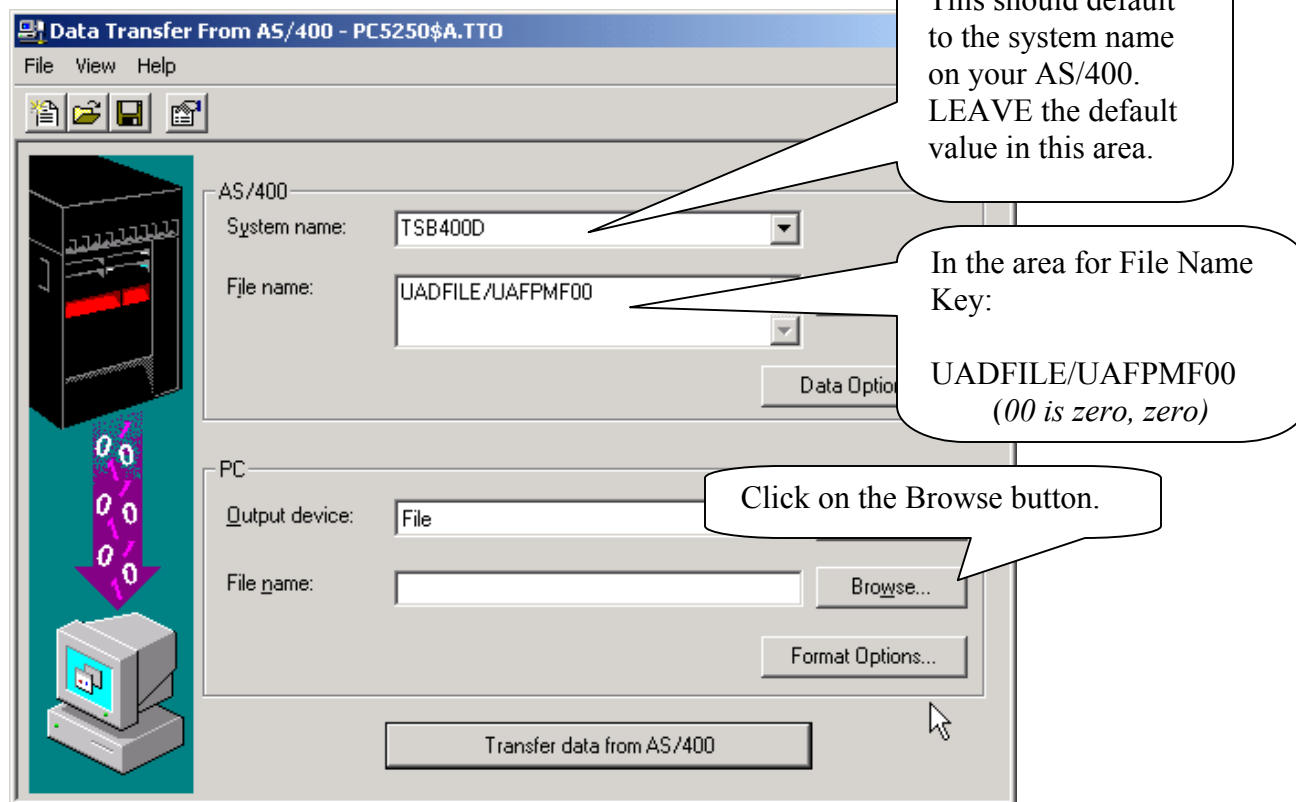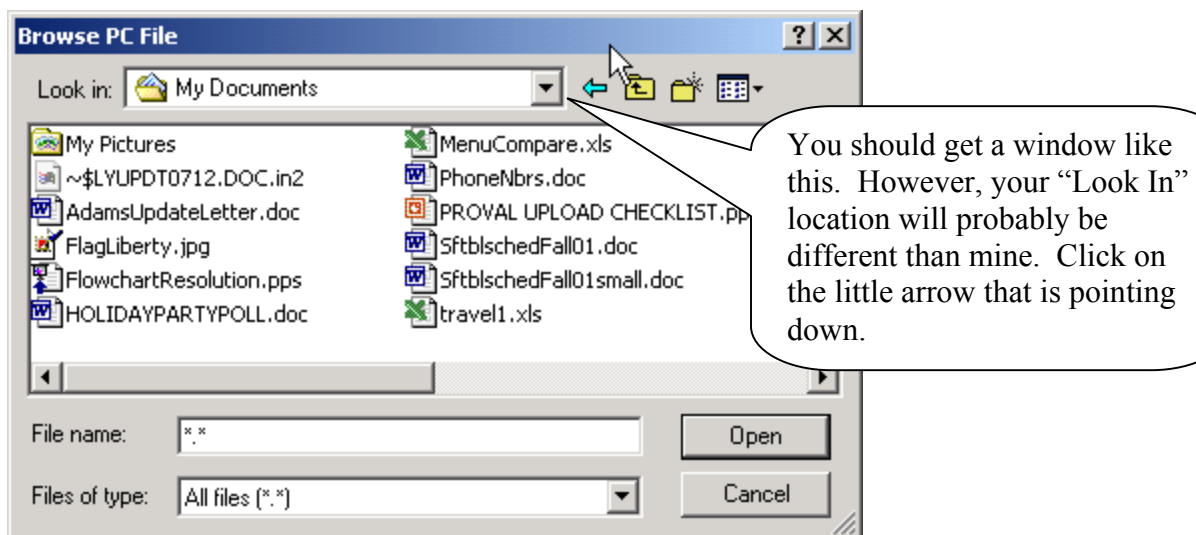
PART I

STEP #1

PROCEDURE TO UPLOAD
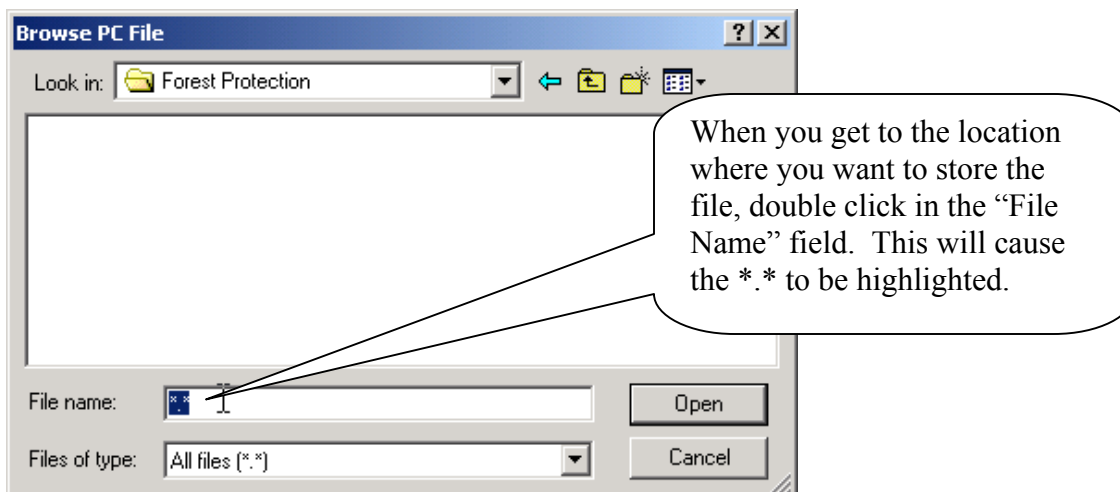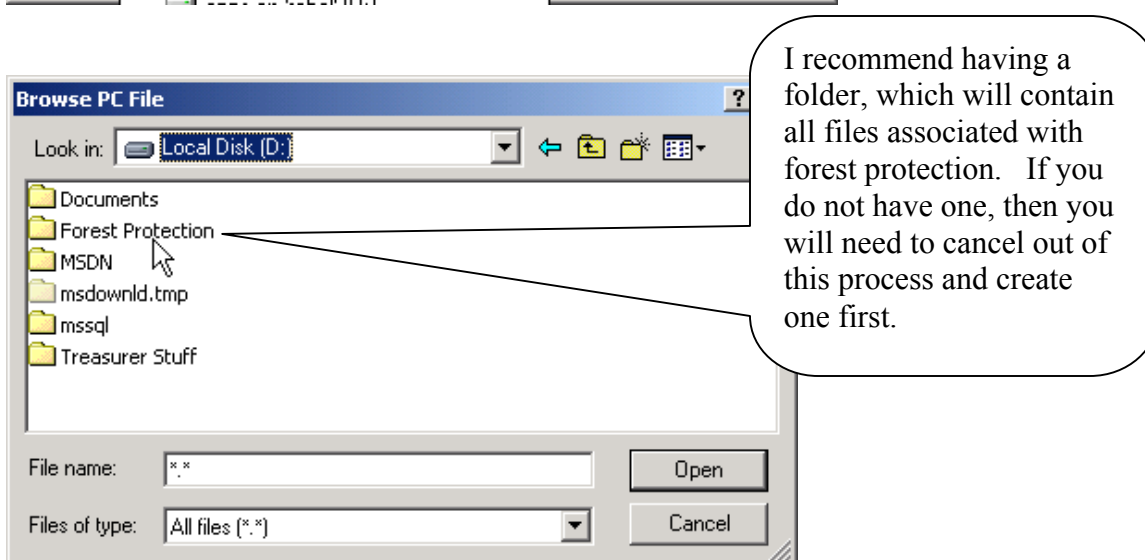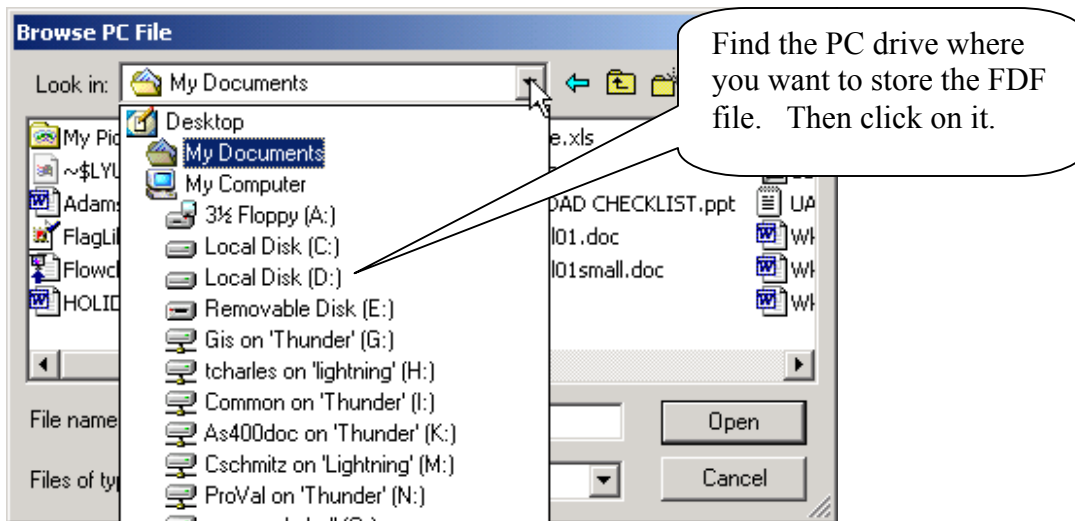# FIRE PROTECTION MASTER FILE
TO THE AS/400

STEP #2

This should default to the system name on your AS/400. LEAVE the default value in this area.

In the area for File Name Key:

UADFILE/UAFPMF00
(*00 is zero, zero*)

Click on the Browse button.

STEP #3

You should get a window like this. However, your "Look In" location will probably be different than mine. Click on the little arrow that is pointing down.

PROCEDURE TO UPLOAD
FIRE PROTECTION MASTER FILE
TO THE AS/400

STEP #4

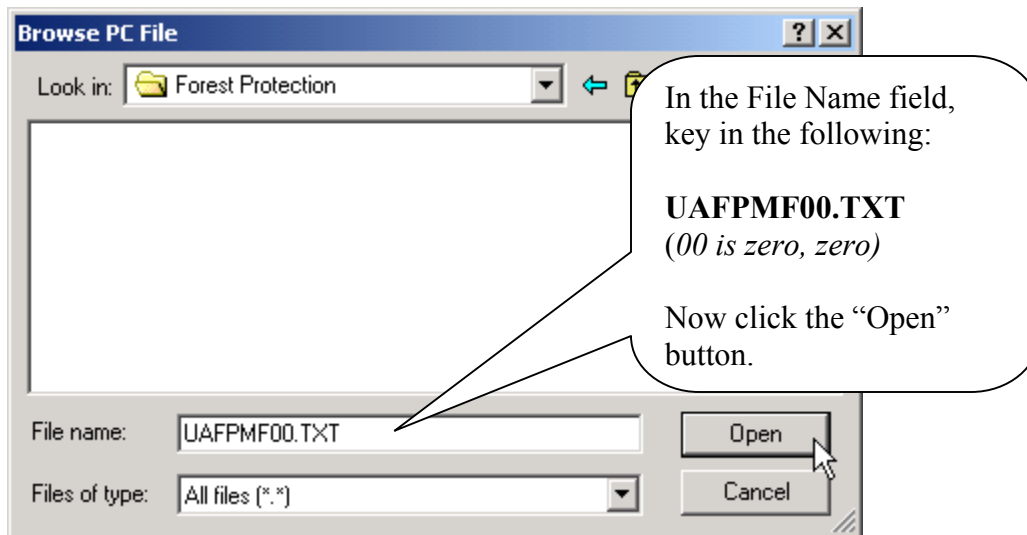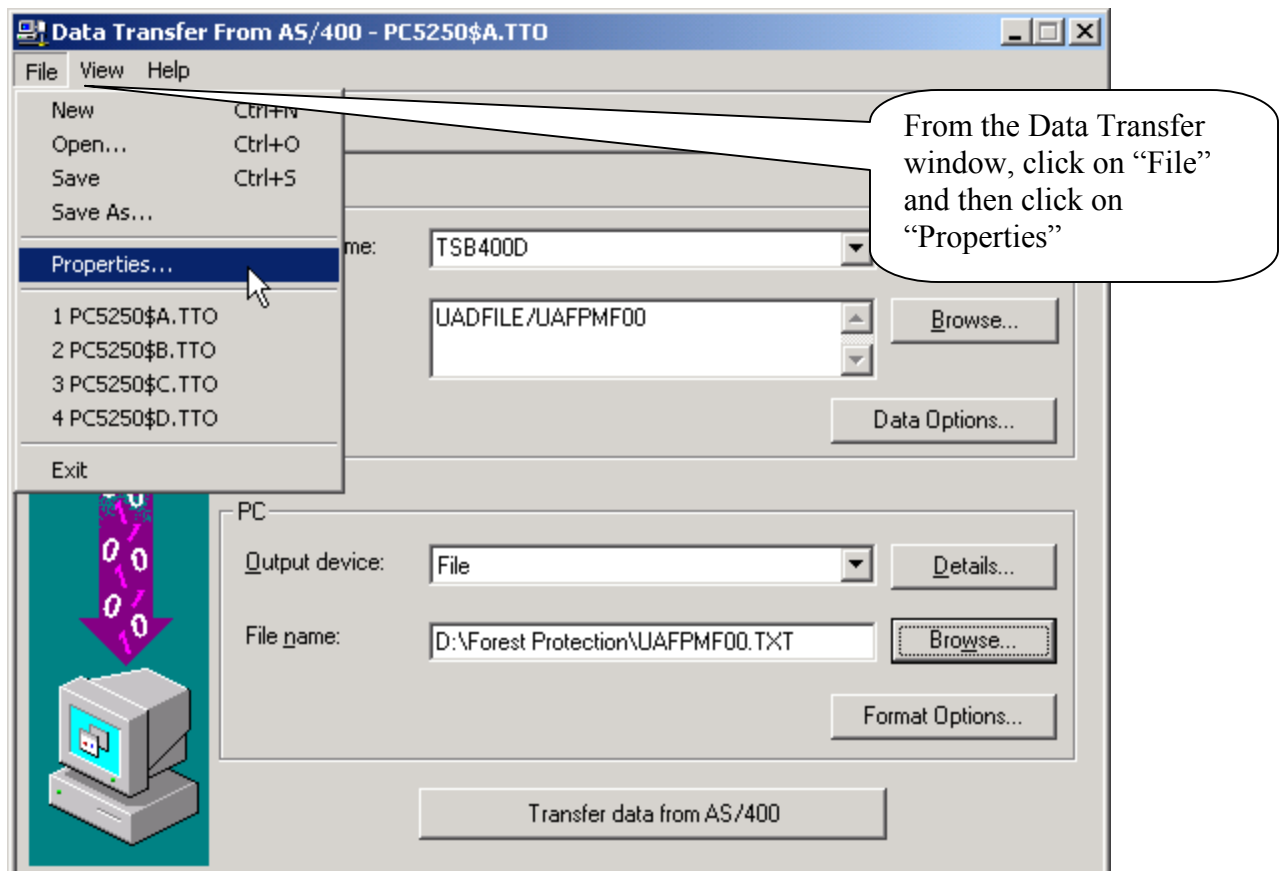Find the PC drive where you want to store the FDF file.   Then click on it.

I recommend having a folder, which will contain all files associated with forest protection.   If you do not have one, then you will need to cancel out of this process and create one first.

When you get to the location where you want to store the file, double click in the "File Name" field. This will cause the *.* to be highlighted.

PROCEDURE TO UPLOAD
FIRE PROTECTION MASTER FILE
TO THE AS/400

STEP #5

In the File Name field, key in the following:

UAFPMF00.TXT
(*00 is zero, zero)*

Now click the "Open" button.

STEP #6

From the Data Transfer window, click on "File" and then click on "Properties"

PROCEDURE TO UPLOAD
FIRE PROTECTION MASTER FILE
TO THE AS/400

STEP #7

On the Conversions tab, select "Convert CCSID 65535".

Then click the "OK" button.

STEP #8

Click on the "Details" button.

PROCEDURE TO UPLOAD
FIRE PROTECTION MASTER FILE
TO THE AS/400

STEP #9

Select "Create new file"
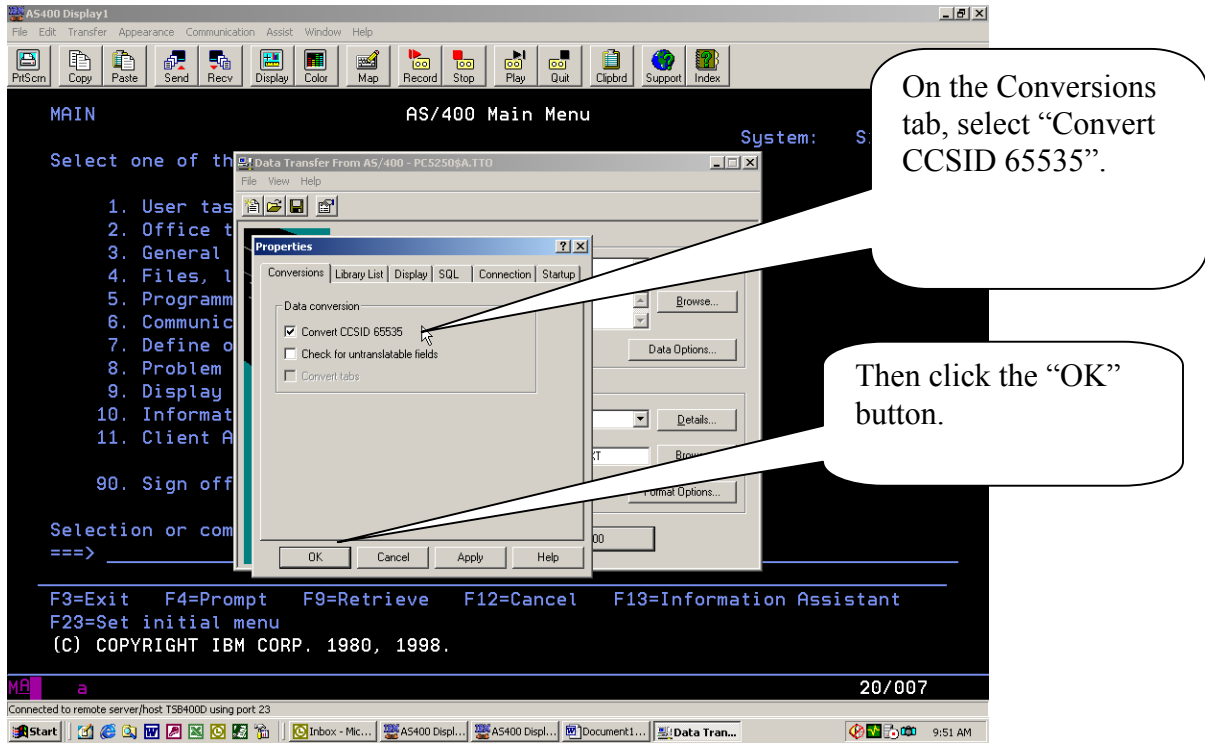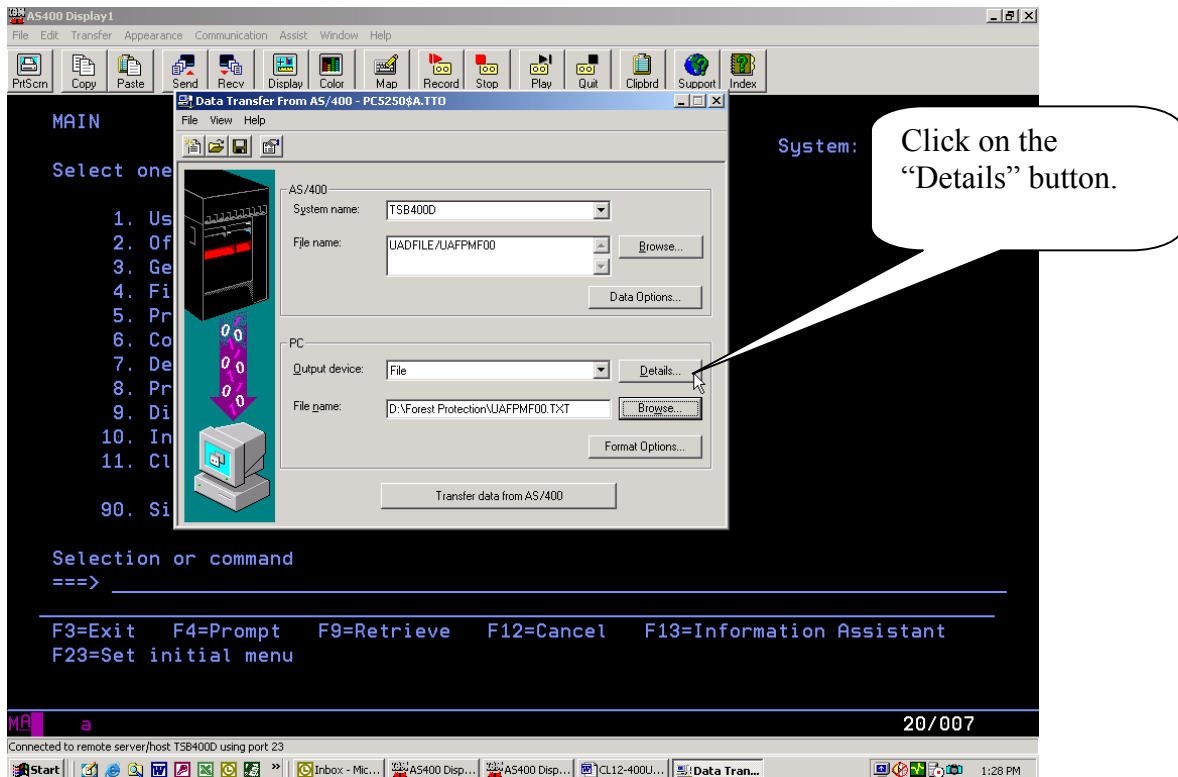
File Type should be "ASCII Text"

The PC file description file should default to the same place on your PC that you are saving the Text file.
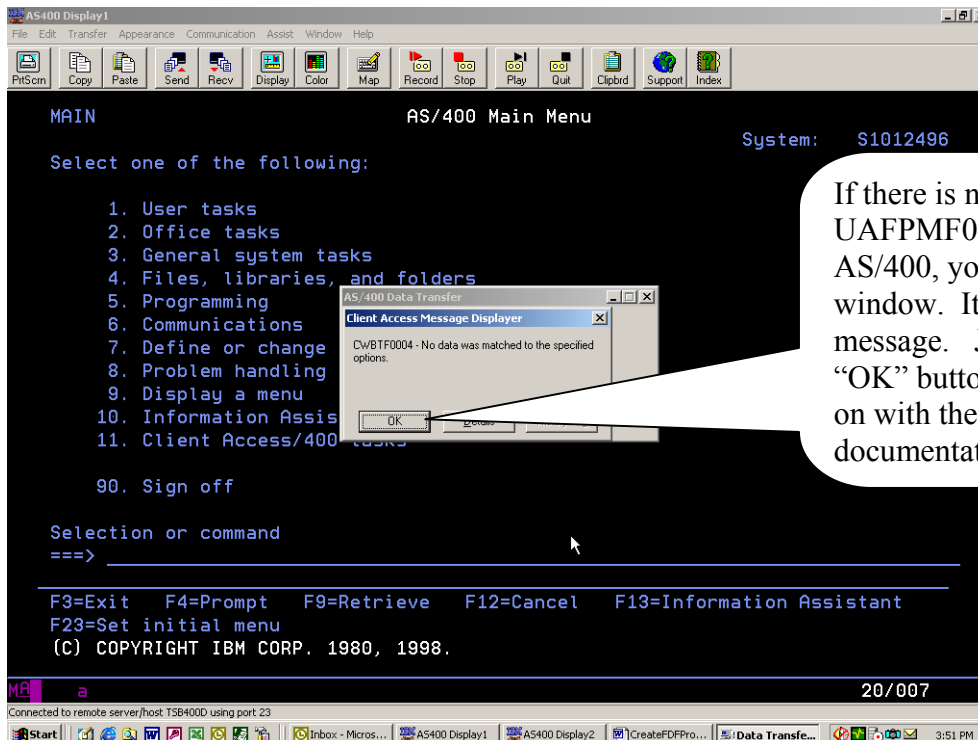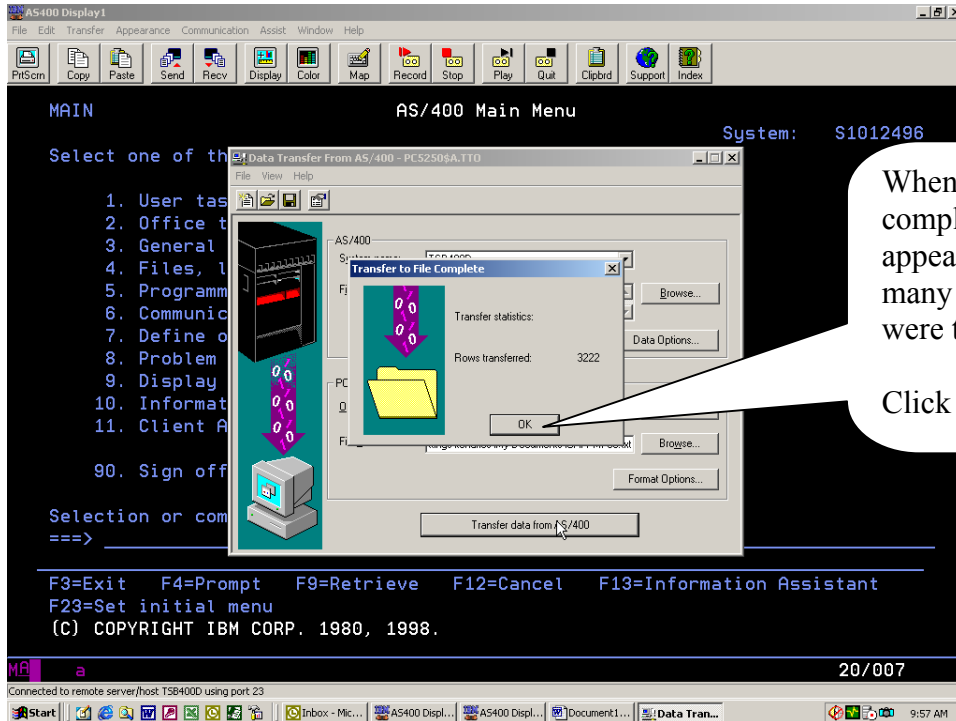
Now click the "OK" button.

STEP #10

Click on "Transfer data from AS/400" button.

PROCEDURE TO UPLOAD
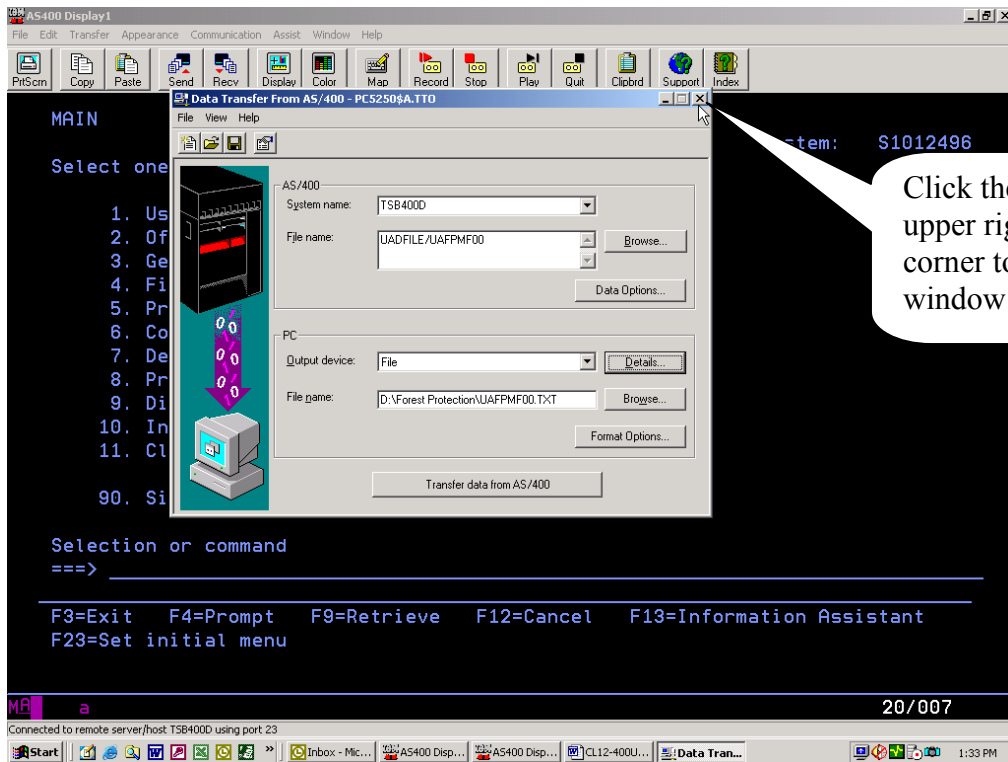# FIRE PROTECTION MASTER FILE
TO THE AS/400

STEP #11

You will receive one of these two screens.   If the AS/400 file has data in it, you will get the first screen.   If the file is empty, you will get the second screen.

When the transfer is complete, this window will appear and tell you how many rows (or records) were transferred.

Click "OK".

If there is no data in the UAFPMF00 file on the AS/400, you will get this window. It's OK to get this message.   Just click the "OK" button and continue on with the rest of this documentation.

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PROCEDURE TO UPLOAD
FIRE PROTECTION MASTER FILE
TO THE AS/400

STEP #12

Click the "X" in the upper right hand corner to close the window.

STEP #13

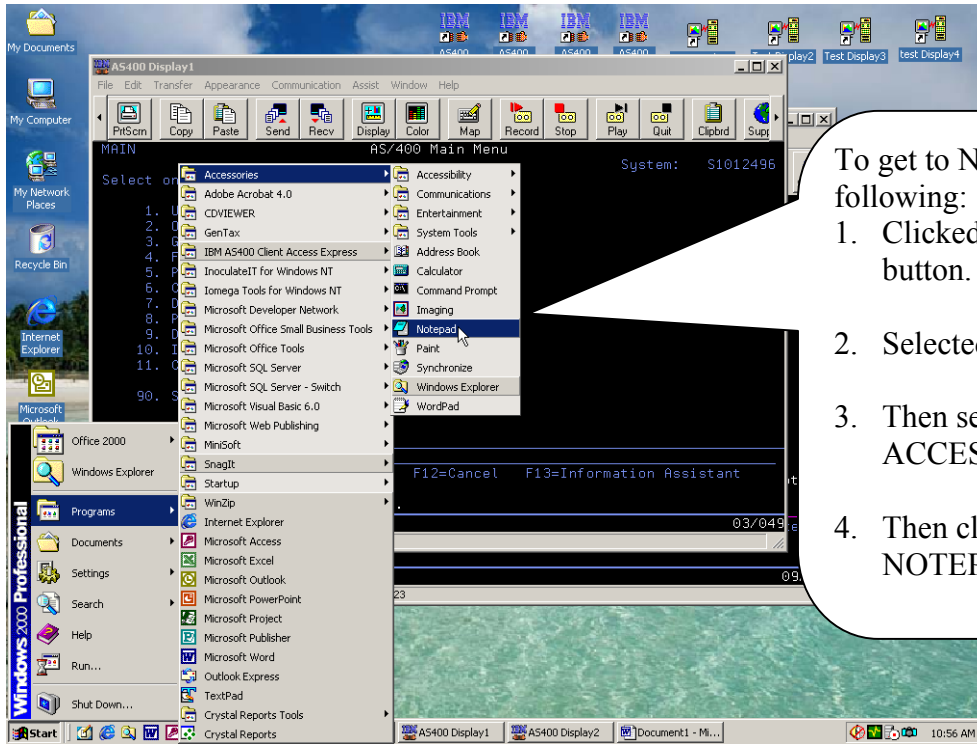Click "No". You do not need to save the transfer request.
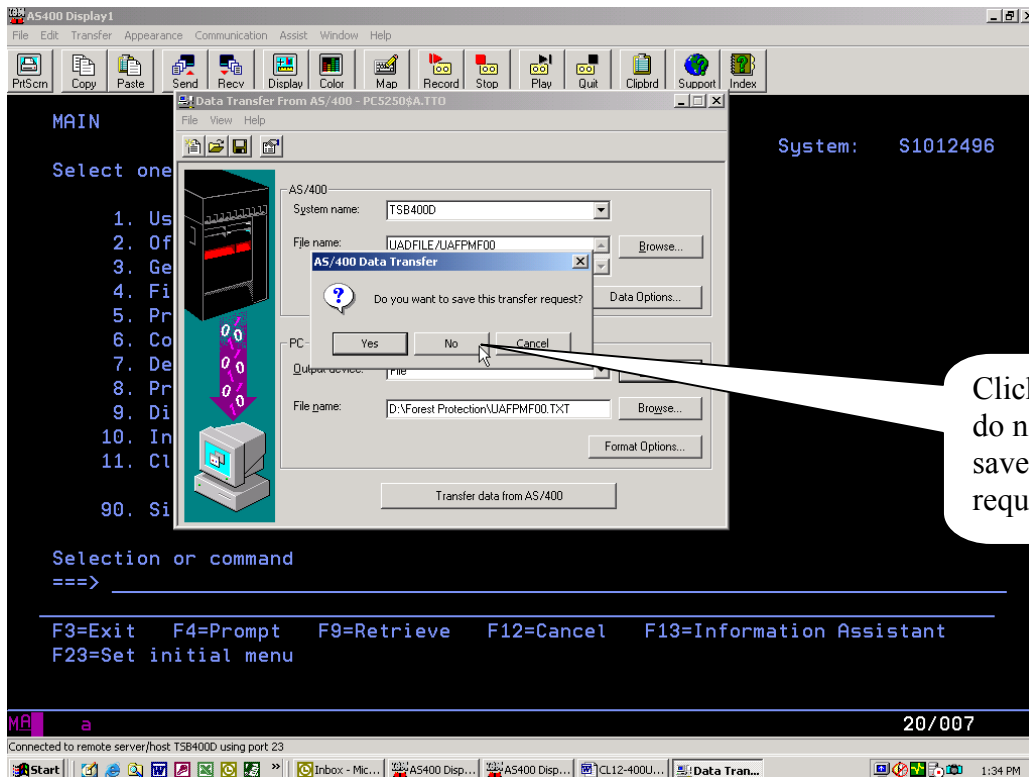
PROCEDURE TO UPLOAD
FIRE PROTECTION MASTER FILE
TO THE AS/400

Now you need to modify the File Definition File (FDF) so it will properly move the data from Lands to the AS/400. You can do this by opening an application called "**Notepad**"
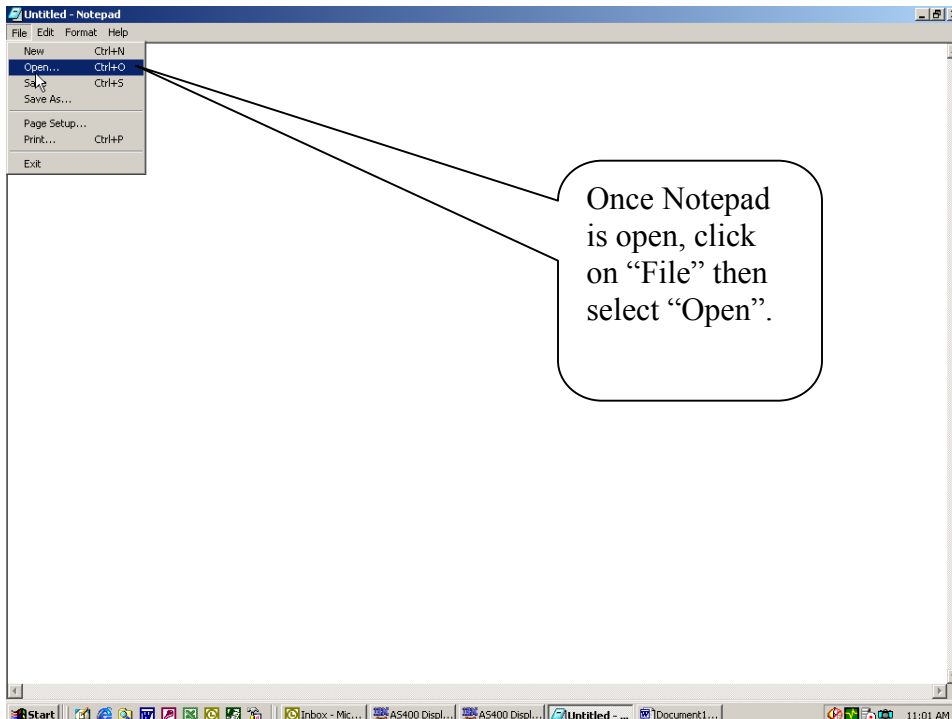
STEP #14

To get to Notepad, I did the following:
1. Clicked on the START button.

2. Selected PROGRAMS.

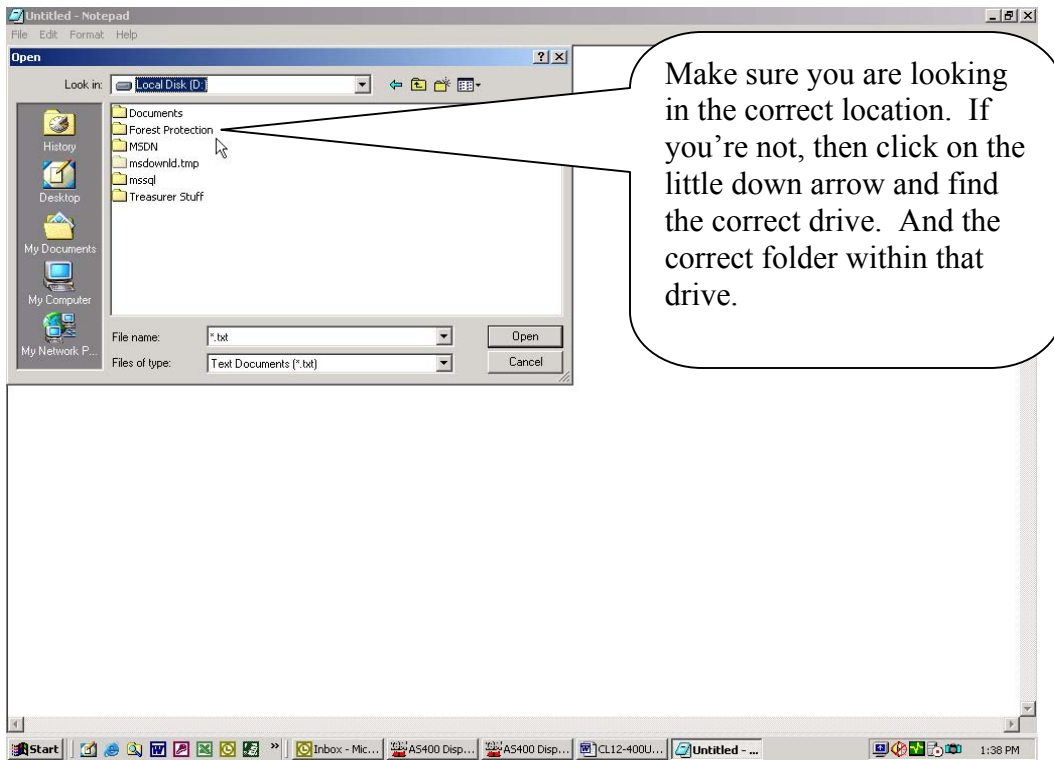3. Then selected ACCESSORIES.

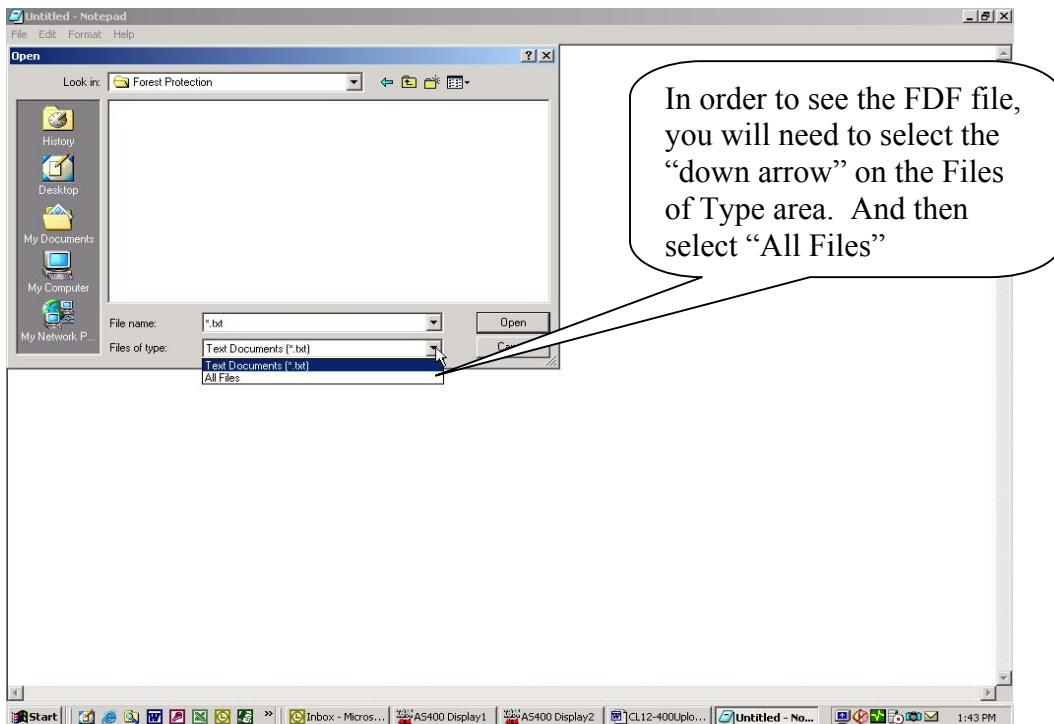4. Then clicked on NOTEPAD.

STEP #15

Once Notepad is open, click on "File" then select "Open".

PROCEDURE TO UPLOAD
FIRE PROTECTION MASTER FILE
TO THE AS/400

STEP #16

Make sure you are looking in the correct location. If you're not, then click on the little down arrow and find the correct drive. And the correct folder within that drive.

STEP #17

In order to see the FDF file, you will need to select the "down arrow" on the Files of Type area. And then select "All Files"

PROCEDURE TO UPLOAD
FIRE PROTECTION MASTER FILE
TO THE AS/400

STEP #18

Click on the FDF file that you created in the above steps.

Then click on the "OPEN" button

STEP #19

The file will look like this.

Change the following fields:

FPACRE
FPFCHG
FPFPA

The next screen will show you what to change the field lengths too.

PROCEDURE TO UPLOAD
FIRE PROTECTION MASTER FILE
TO THE AS/400

STEP #20


```
UAFPMF00.FDF - Notepad
File  Edit  Format  Help
PCFDF
PCFT 1
PCFO 1,1,1,1,1
PCFL FPCNTY 1 2
PCFL FPLKEY 1 19
PCFL FPPACD 1 2
PCFL FPFIL1 1 1
PCFL FPLAST 1 17
PCFL FPFRST 1 14
PCFL FPMDLE 1 1
PCFL FPFIL2 1 3
PCFL FPDESP 1 37
PCFL FPSECT 1 2
PCFL FPTWSP 1 3
PCFL FPRNGE 1 5
PCFL FPACRE 2 9/3
PCFL FPFCHG 2 10/2
PCFL FPFPA 2 8/2
PCFL FPFIL3 1 2
PCFL FPCODE 1 1
PCFL FPFIL4 1 4
PCFL FPDELT 1 1
```

Change FPACRE to 9/3

Change FPFCHG to 10/2

Change FPFPA to 8/2

STEP #21


```
UAFPMF00.FDF - Notepad
File  Edit  Format  Help
New         Ctrl+N
Open...     Ctrl+O
Save        Ctrl+S
Save As...
Page Setup...
Print...    Ctrl+P
Exit
PCFL FPDESP 1 37
PCFL FPSECT 1 2
PCFL FPTWSP 1 3
PCFL FPRNGE 1 5
PCFL FPACRE 2 9/3
PCFL FPFCHG 2 10/2
PCFL FPFPA 2 8/2
PCFL FPFIL3 1 2
PCFL FPCODE 1 1
PCFL FPFIL4 1 4
PCFL FPDELT 1 1
```

Click on "File" and then select "Save".

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PROCEDURE TO UPLOAD
FIRE PROTECTION MASTER FILE
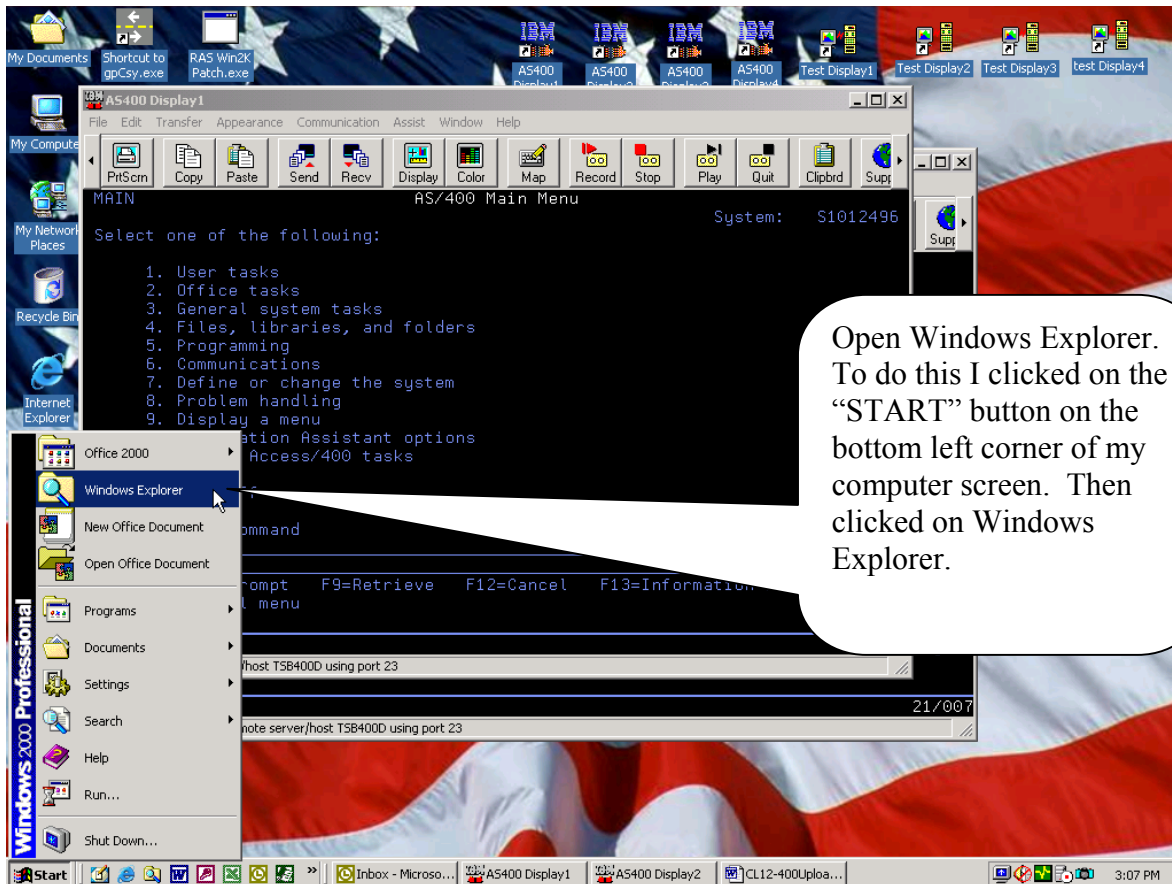# TO THE AS/400

STEP #22
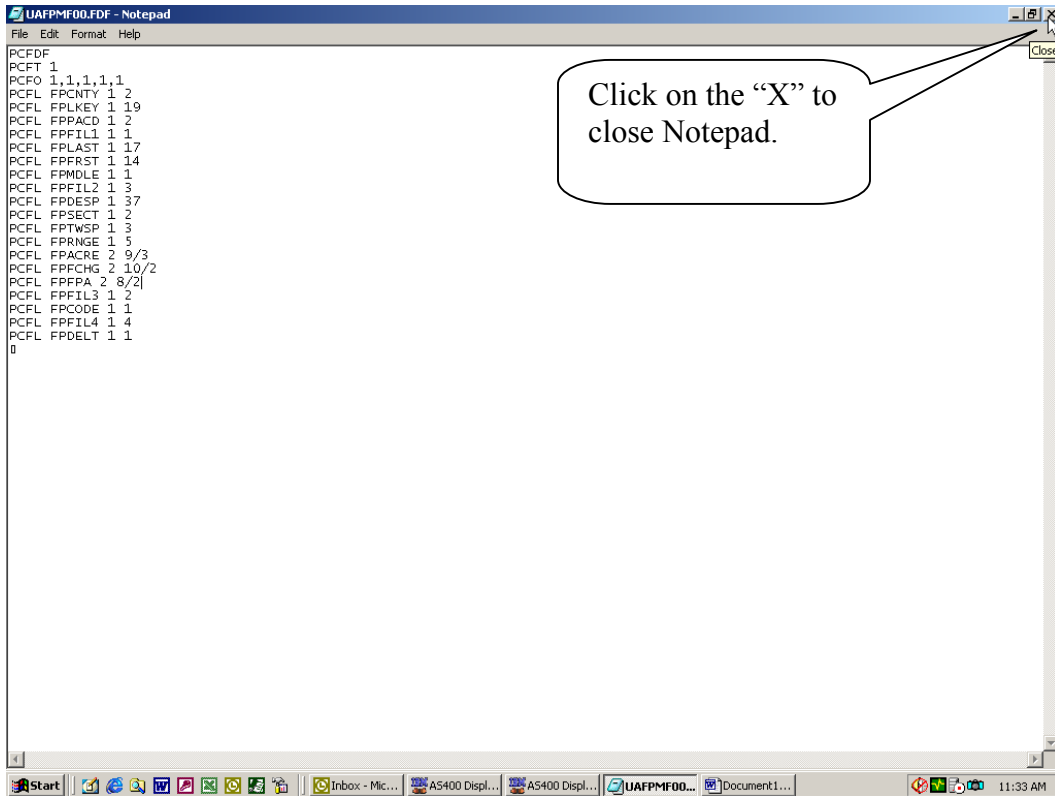
The File Definition File is now ready to be used to transfer the master file (that you received from Lands) from your PC to the AS/400.

PROCEDURE TO UPLOAD
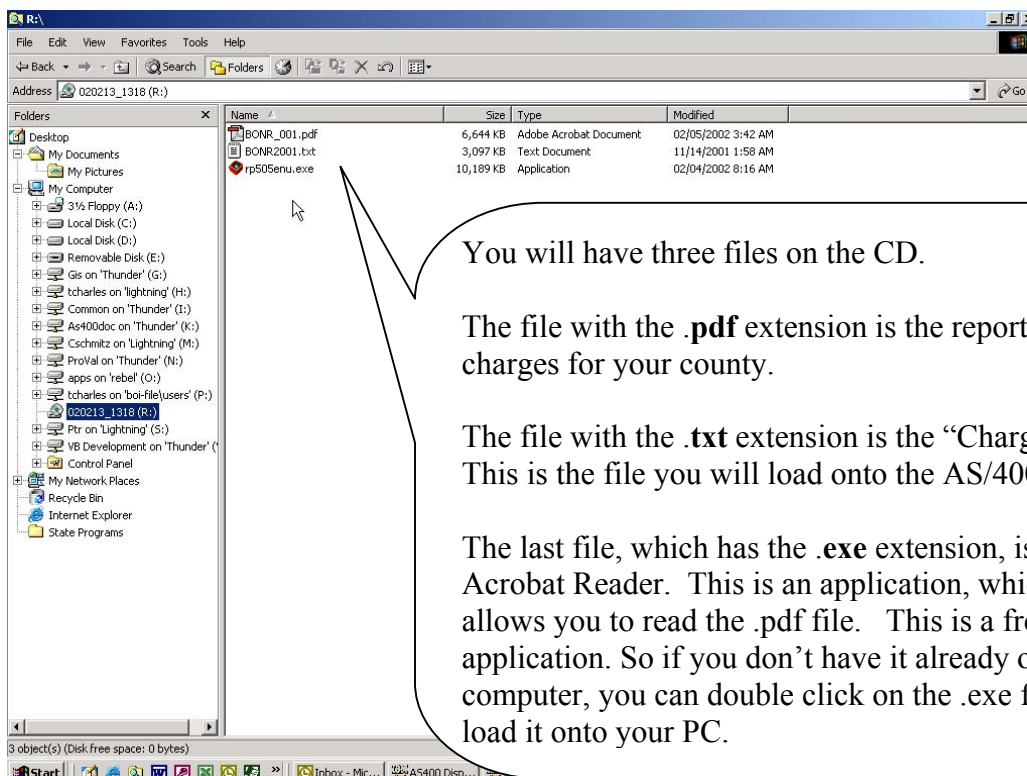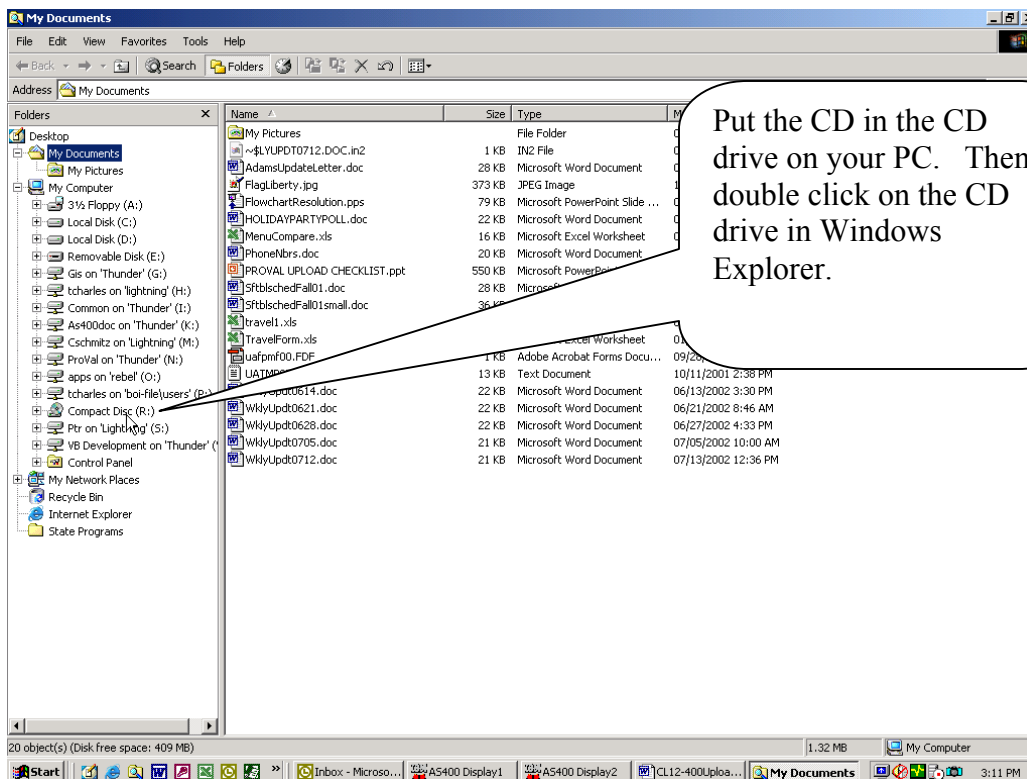# FIRE PROTECTION MASTER FILE
TO THE AS/400

PART II

The Department of Lands will now be sending you the Forest Fire Protection Master file (also known as "Forest Protection Charges") on a CD (Compact Disk). When you receive the CD, you can do one of two things. You can either 1) Save the file to your PC and then load it onto the AS/400 or 2) Load the file onto the AS/400 right from the CD. I have included screen prints on how to load the charges file right from the CD.

Before getting started, you may want to verify what is on the CD.   The following screen prints will show you how to do it. If you don't feel like you need to do this then skip to page 16 and begin transferring the charges file to the AS/400.
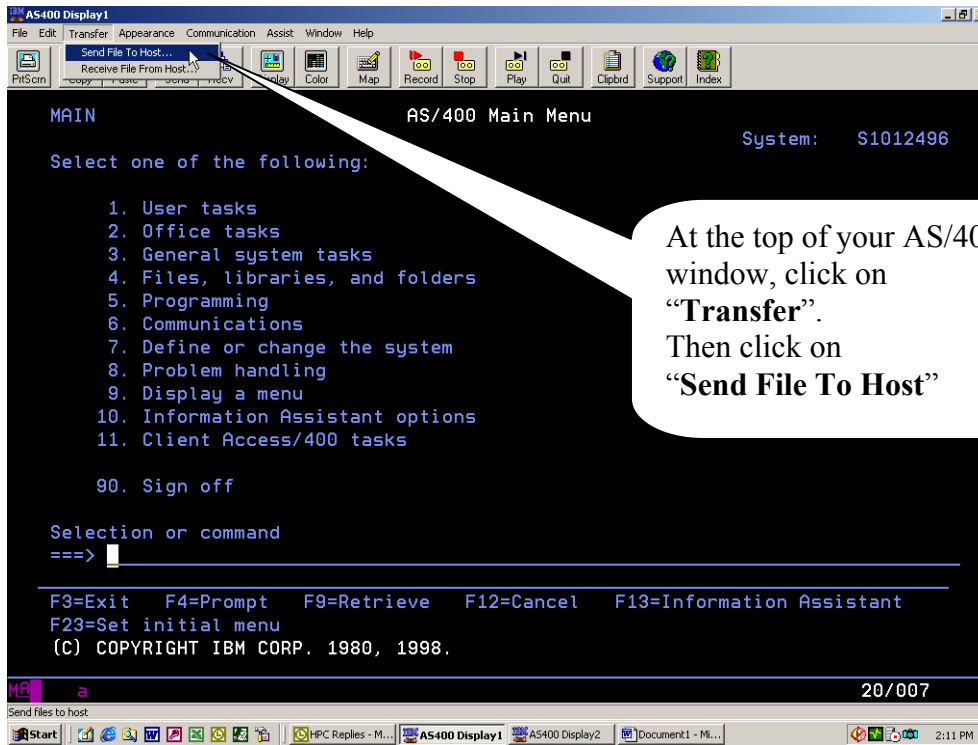

Open Windows Explorer. To do this I clicked on the "START" button on the bottom left corner of my computer screen. Then clicked on Windows Explorer.

PROCEDURE TO UPLOAD
FIRE PROTECTION MASTER FILE
TO THE AS/400

Put the CD in the CD drive on your PC.   Then double click on the CD drive in Windows Explorer.

You will have three files on the CD.

The file with the .**pdf** extension is the report of all charges for your county.

The file with the .**txt** extension is the "Charges" file. This is the file you will load onto the AS/400.

The last file, which has the .**exe** extension, is Acrobat Reader. This is an application, which allows you to read the .pdf file.   This is a free application. So if you don't have it already on your computer, you can double click on the .exe file and load it onto your PC.

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PROCEDURE TO UPLOAD
FIRE PROTECTION MASTER FILE
TO THE AS/400

Use the following steps to load the Charges file from the CD onto the AS/400.

STEP #1

At the top of your AS/400 window, click on "**Transfer**".
Then click on "**Send File To Host**"

STEP #2

Click the Browse button on the top half of the data transfer window.
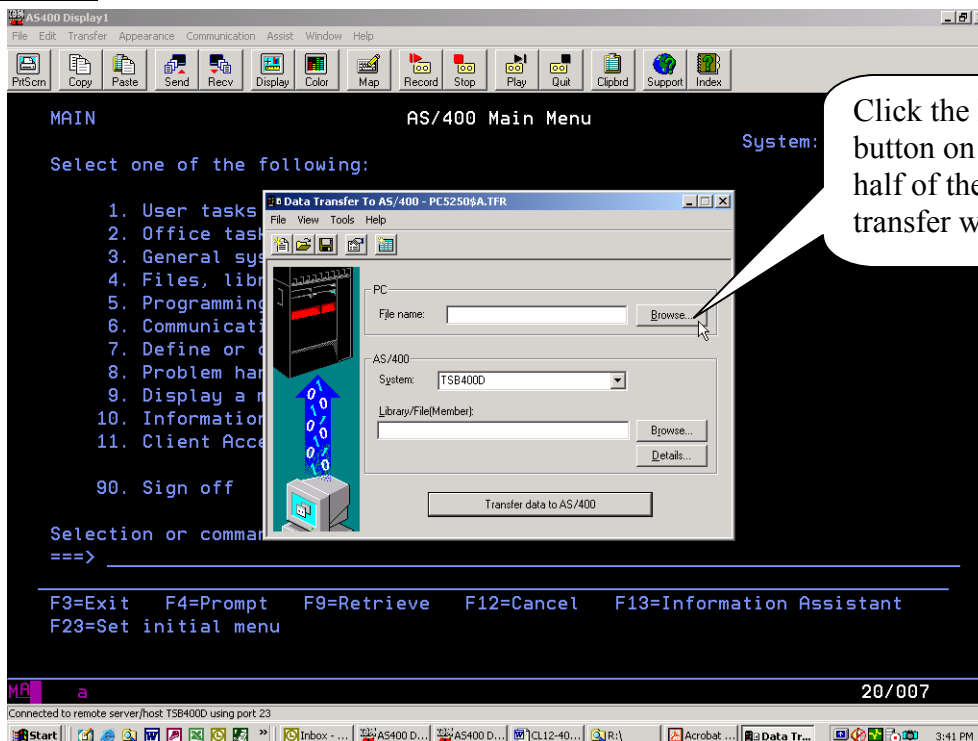
PROCEDURE TO UPLOAD
FIRE PROTECTION MASTER FILE
TO THE AS/400

STEP #3
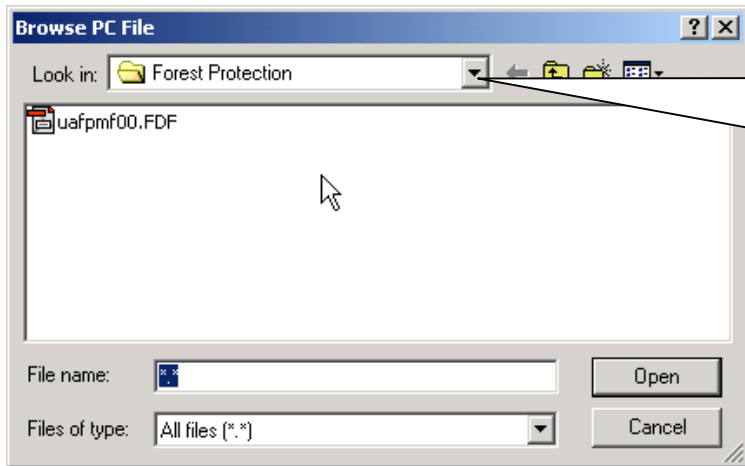
The Browse window will default to which ever location it was last at.   Click on the arrow that is pointing down.
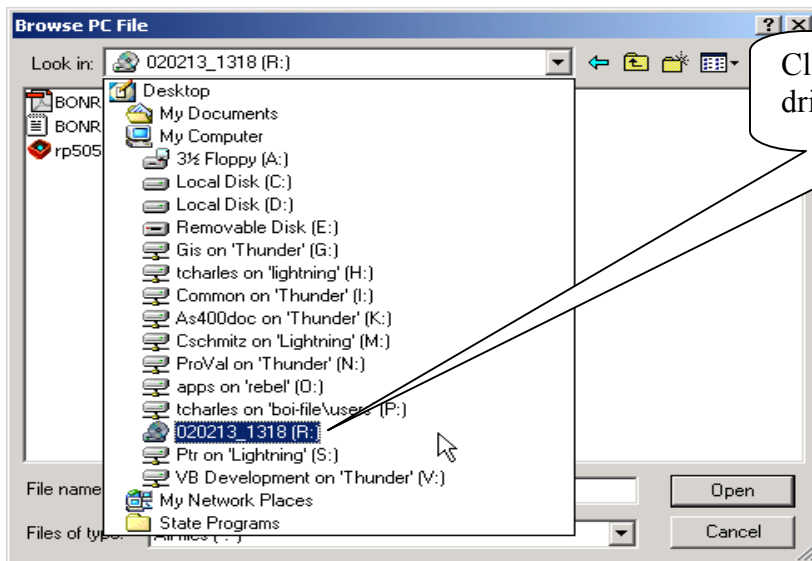
Click on the CD drive.
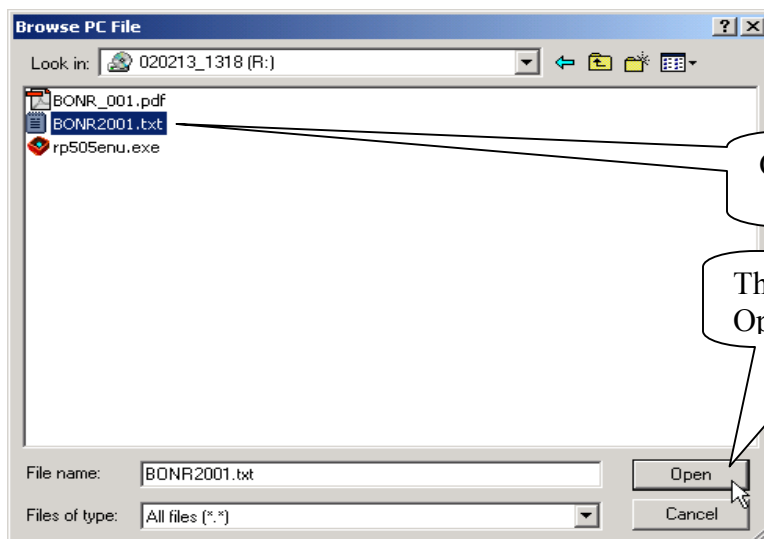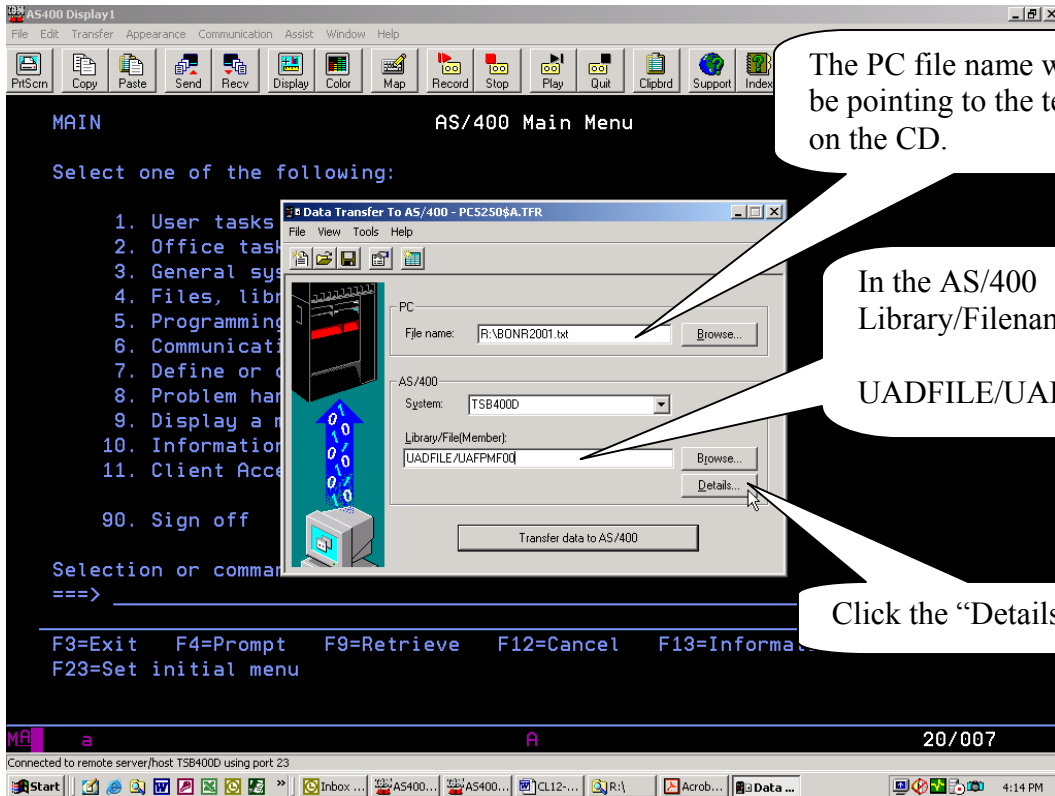
Click on the .**txt** file

Then click on the Open button.

PROCEDURE TO UPLOAD
FIRE PROTECTION MASTER FILE
TO THE AS/400

STEP #4

The PC file name will now be pointing to the text file on the CD.

In the AS/400 Library/Filename field enter:
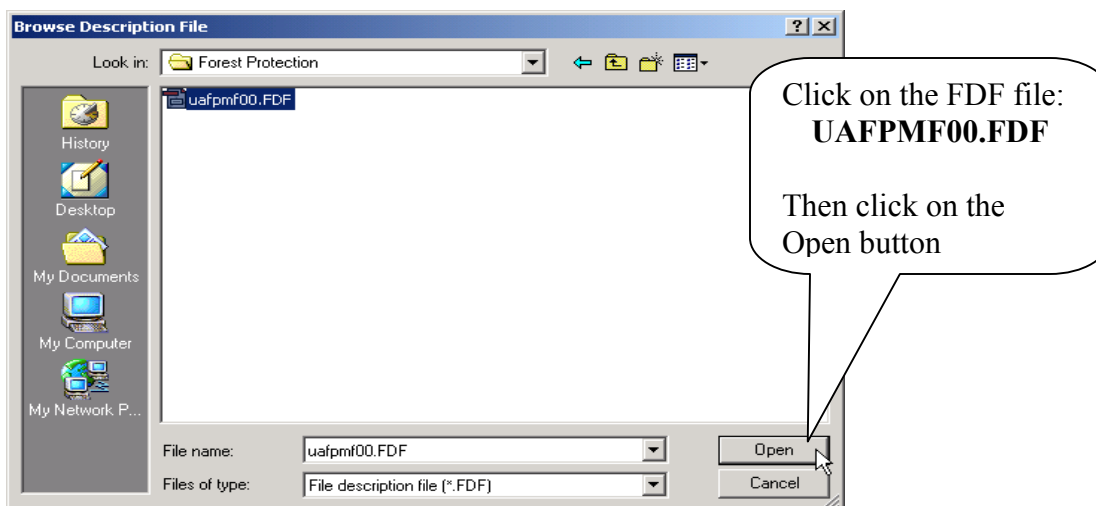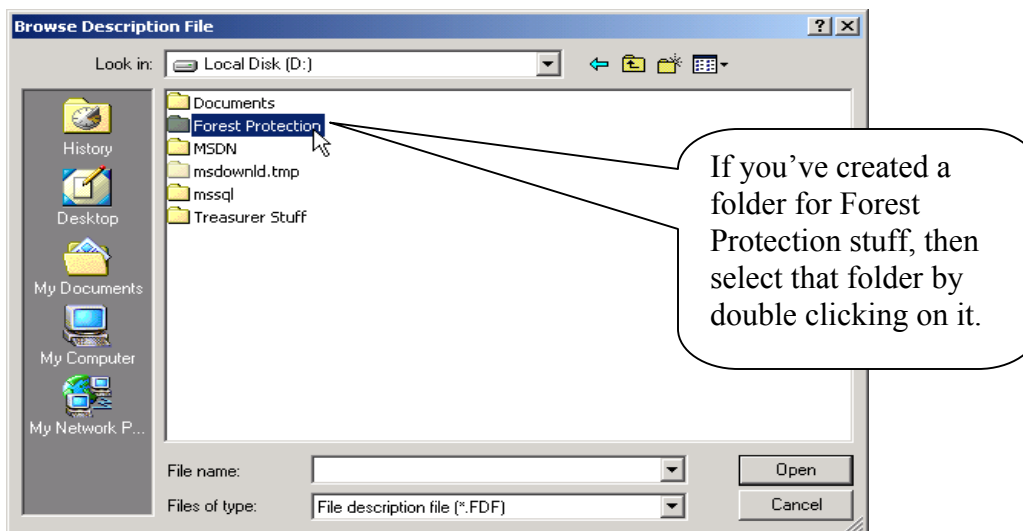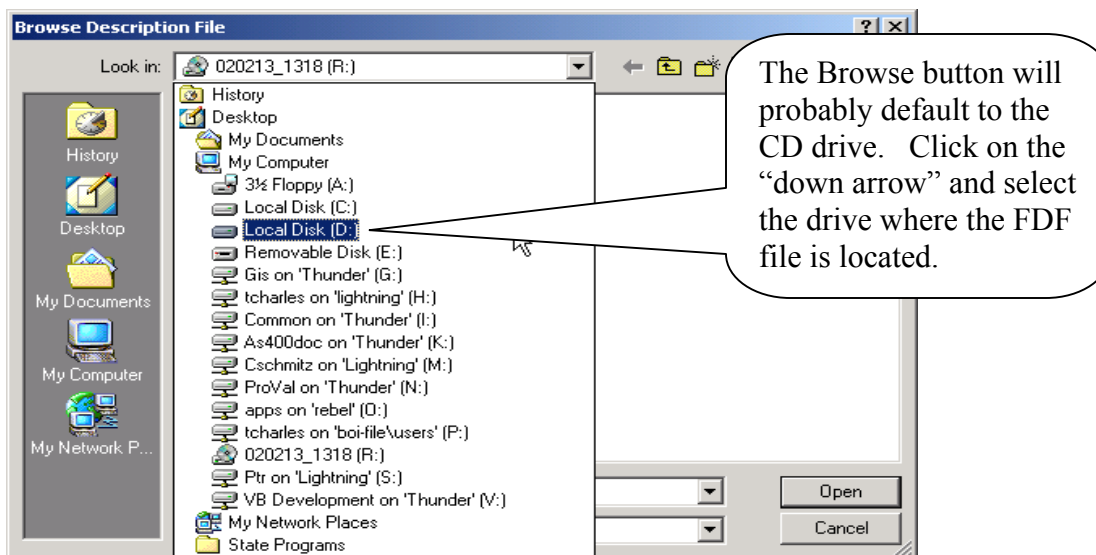
UADFILE/UAFPMF00

Click the "Details" button

STEP #5

Click the Browse button to help you find the correct FDF file (It was created in PART I or the first time you ran this).

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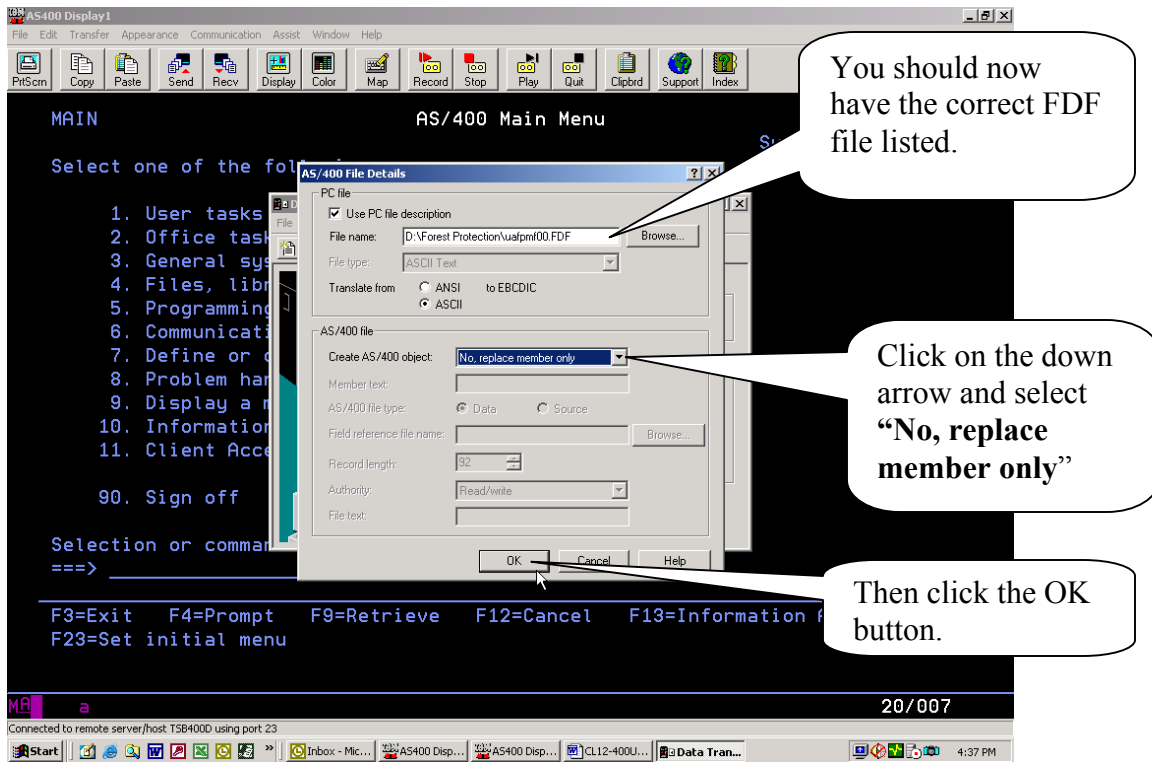
PROCEDURE TO UPLOAD
FIRE PROTECTION MASTER FILE
TO THE AS/400

STEP #6

The Browse button will probably default to the CD drive. Click on the "down arrow" and select the drive where the FDF file is located.

If you've created a folder for Forest Protection stuff, then select that folder by double clicking on it.

Click on the FDF file:
UAFPMF00.FDF

Then click on the Open button

PROCEDURE TO UPLOAD
FIRE PROTECTION MASTER FILE
TO THE AS/400

STEP #7

You should now have the correct FDF file listed.

Click on the down arrow and select **"No, replace member only"**

Then click the OK button.

STEP #8

Click on "Transfer data to AS/400".

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PROCEDURE TO UPLOAD
FIRE PROTECTION MASTER FILE
TO THE AS/400

STEP #9

When the data has been successfully transferred to the AS/400, you will see this window. It shows the number of records transferred.

Click the "OK" button.

STEP #10

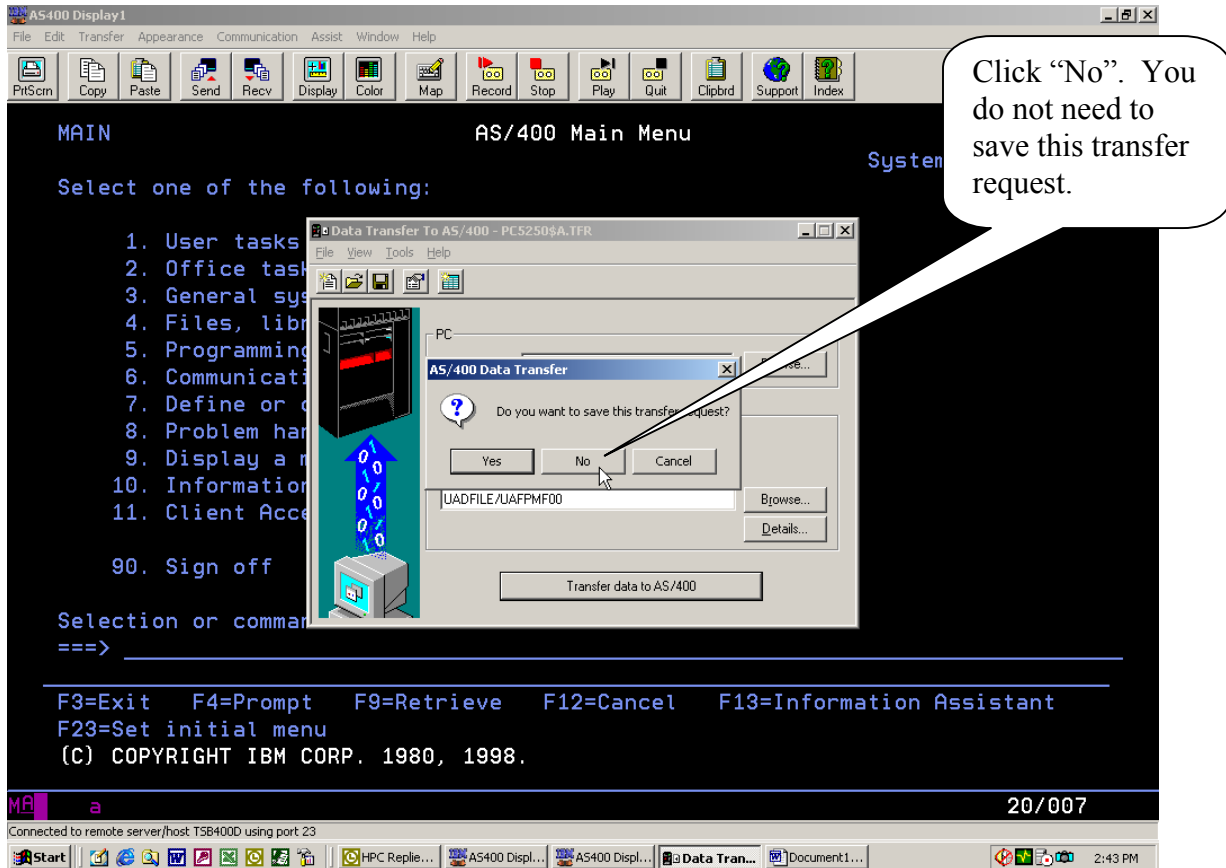Click the "X" in the upper right hand corner to close this window.

PROCEDURE TO UPLOAD
FIRE PROTECTION MASTER FILE
TO THE AS/400

STEP #11

The Forest Fire Protection Master File is now on the AS/400.   You can continue with Step #4 of the Forest Protection Checklist (CL12).